



## TO THE APPLICANT:

Except for single-family detached homes and townhouses under private ownership located outside the City's Historic District, all ***significant improvements*** or changes to architectural and landscape features visible from public streets, ways, or places must be approved by the Board of Architectural Review (BAR) prior to construction or installation. In addition, the BAR reviews applications for new residential construction in the Transition District and makes recommendations to the City Council regarding Special Exceptions to bulk and lot area requirements in the Historic Districts and Transition District.

***Minor improvements***, which are deemed to result in only minor effect on the character of the district, (such as addition or modification of doorways, ramps, walkways, shutters, porches, awnings, landscaping, skylights, antennas, satellite dishes, exterior lighting, railings, and similar features, and the addition or modification of screening for dumpsters or mechanical equipment) may be approved administratively.

Board approval does not take the place of construction permits, sign permits, or other required permits and licenses. If a site plan is required, a preliminary plan submission and approval are required prior to application to the Board of Architectural Review. Building and construction permits may not be issued until after Board of Architectural Review approval. Please ensure that plans submitted for these permits reflect any conditions of approval adopted by the BAR.

If you have any questions concerning the BAR submission process, the scheduling of hearings or design guidance, please contact the Board Liaison, Kelly O'Brien, AICP, at (703) 385-7805. Also, listed below are additional phone numbers you may find useful.

Sincerely,

David Hudson, Director  
Community Development Planning

Code Administration	385-7830
Health Department	246-2444
Planning	385-7930
Public Works	385-7810
Zoning	385-7820

**BOARD OF ARCHITECTURAL REVIEW  
CITY OF FAIRFAX  
GUIDELINES FOR APPLICATION SUBMISSION**

1. BAR meetings are held on the first and third Wednesdays of each month except for August.
2. Minor applications ***must be filed 12 working days*** prior to the BAR meeting. Major applications and Special Exceptions to bulk and lot area requirements in the Historic Districts and Transition District ***must be filed at least one month in advance.***
3. The applicant or his designated representative is responsible for submitting all application materials to City Hall, Annex Room 207 on or prior to the deadline.
4. All submitted materials become property of the City of Fairfax.
5. The Director of Community Development and Planning reserves the right to waive the submittal of selected materials listed on this application if it is determined that such materials are not necessary for adequate evaluation of the application.
6. Due to a short turn around time, the number of items that may be placed on an agenda for the next scheduled BAR meeting may be limited to no more than seven. Therefore, it is essential that your application be submitted as soon as possible.
7. ***THE APPLICANT, OR DESIGNATED REPRESENTATIVE, MUST BE PRESENT AT THE MEETING OR THE APPLICATION WILL BE DEFERRED BY THE BOARD.***

The Board of Architectural Review (BAR) considers the following criteria when evaluating an application:

1. The consistency with requirements and criteria in the Zoning Ordinance.
2. The combination of architectural and landscape elements of the proposal.
3. The relationship of the proposed design to the scale and character of surrounding area.
4. The consistency of the proposed design with the Comprehensive Plan and the Community Appearance Plan.
5. If the project is located in an historic district or the Transition District, its consistency with the Design Guidelines for The Old Town Fairfax Historic and Transition Districts.

## CHECKLIST FOR BOARD OF ARCHITECTURAL REVIEW SUBMISSIONS

**In order to complete the application the following materials must be submitted for all applications:**

- ☐ A *completed* Application Form and Affidavit.
- ☐ A comprehensive statement of design intent that describes the project and its relationship with surrounding architecture and landscape design.
- ☐ A site location map.
- ☐ Photographs of surrounding environment and the project site.
- ☐ Electronic versions of all submitted plans, elevations, illustratives and photos on a CD.

**For new construction or major renovations, the following must also be submitted.**

- ☐ Ten "black and white" copies of the site plan and elevations drawn to scale. Plans may be reduced to 8.5" x 11" or 11" x 17", but they must be to scale and legible.
- ☐ One rendered set of building elevations drawn to scale. If the elevations show proposed alterations to an existing building, the alterations must be clearly distinguished from the existing facade.
- ☐ One rendered preliminary site plan drawn to scale. The site plan should identify building location, parking, building entrances, major roads, lighting, fencing, mechanical equipment, dumpster, and landscape design. The landscape design should include planting details and a plant list with species, size, and numbers. The landscape design must show all plants clearly labeled with common names.
- ☐ Samples of proposed exterior building materials and paint colors.
- ☐ Certified survey identifying the location, species, and caliper of all existing trees.
- ☐ Illustrative section showing proposed screening of mechanical equipment and dumpster.
- ☐ Pictures or catalogue cuts of manufactured items (i.e. light fixtures, benches, fencing, etc.).
- ☐ Photometrics plan showing proposed lighting locations and foot candles.
- ☐ Other items as requested by Staff.

**For signs, the following must also be submitted: \*\*BAR review of signs is only required in the Historic and Transition Districts and developments with BAR-approved sign master plans.**

- ☐ The length of the building frontage and the sizes of any existing signs to remain.
- ☐ All materials to be used and the mounting method.

- ☐ A scaled drawing of the sign, including text. This drawing must accurately portray the size, typeface of lettering, logo, etc. This scaled drawing may be a color rendering, or paint chips may be used to indicate colors to be used. When hanging, projecting or freestanding signs are used, the drawing should depict the entire sign, including the bracket, pole or sign base.
- ☐ Three "black and white" copies of plans described above drawn to scale. Plans may be 8.5" x 11" or 11" x 17" in size, but they must be to scale and legible.
- ☐ A drawing or photo depicting the proposed installation of the sign on the building.
- ☐ The fixture for any lighting to be used, the number of lumens the lighting will emit, and the pattern of intensity of illumination to be provided.
- ☐ Other items as requested by Staff.

**For minor or administrative applications, the following are required.**

- ☐ Three copies of the proposed changes on a site plan and elevations drawn to scale. Plans may be reduced to 8.5" x 11" or 11" x 17", but they must be to scale and legible.
- ☐ Samples of proposed exterior building materials and paint colors.
- ☐ Pictures or catalogue cuts of manufactured items (i.e. light fixtures, benches, fencing, etc.)
- ☐ Other items as requested by Staff.

**Please Note: No hearing will be scheduled prior to submission of a complete application package.**

**The applicant, or designated representative, must be present at the meeting.**

*Approval of this application does not take the place of construction permits, sign permits, or other required permits and licenses.*

**BAR Fees (316463)**

<b>Administrative Review</b>	<b>\$ 35.00</b>
<b>Signs (non-administrative)</b>	<b>\$ 55.00</b>
<b>Amendments to previous approvals</b>	<b>\$ 60.00</b>
<b>All other (major renovation, new construction)</b>	<b>\$125.00</b>
<b>Appeal to City Council</b>	<b>\$300.00</b>

BAR No: \_\_\_\_\_

Pentamation No: \_\_\_\_\_

**CITY OF FAIRFAX  
BOARD OF ARCHITECTURAL REVIEW  
APPLICATION FOR CERTIFICATE OF APPROVAL**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Representative's Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

I hereby certify that the representative named above has the authority vested by me to commit to design changes, and otherwise represent me as property owner to the Board of Architectural Review. The information provided on this application is accurate to the best of my knowledge. I understand that I must comply with all conditions of the Certificate of Approval as well as all other zoning requirements.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lot Area: \_\_\_\_\_ Structure Sq. Ft. (existing) \_\_\_\_\_ (proposed) \_\_\_\_\_

-----**Office Use Only**-----

Tax Map Number: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Rev. 11/2013

## AFFIDAVIT

I, \_\_\_\_\_, do hereby make oath or affirmation that I am an applicant in Application Number \_\_\_\_\_ and that to the best of my knowledge and belief, the following information is true:

1. (a) That the following is a list of names and addresses of all applicants, title owners, contract purchasers, and lessees of the property described in the application, and if any of the foregoing is a trustee, each beneficiary having an interest in such land, and all attorneys, real estate brokers, architects, engineers, planners, surveyors, and all other agents who have acted on behalf of any of the foregoing with respect to the application:

Name	Address	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

- (b) That the following is a list of the stockholders of all corporations of the foregoing who own ten (10) percent or more of any class of stock issued by said corporation, and where such corporation has ten (10) or less stockholders, a listing of all the stockholders:

Name	Address	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

- (c) That the following is a list of all partners, both general and limited, in any partnership of the foregoing:

Name	Address	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. That no member of the City Council, Planning Commission, BZA, or BAR has any interest in the outcome of the decision. EXCEPT AS FOLLOWS: (If none, so state.)

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3. That within five (5) years prior to the filing of this application, no member of the City Council, Planning Commission, BZA, or BAR or any member of his or her immediate household and family, either directly or by way of a corporation or a partnership in which anyone of them is an officer, director, employee, agent, attorney, or investor has received any gift or political contribution in excess of \$100 from any person or entity listed in paragraph one.

EXCEPT AS FOLLOWS: (If none, so state.)

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4. That I understand that I or a designated representative must be present at the meeting or this application will be deferred by the Board of Architectural Review.

WITNESS the following signature:

\_\_\_\_\_  
Applicant

ALL APPLICANTS MUST SIGN AND HAVE THEIR SIGNATURES NOTARIZED.

The above affidavit was subscribed and confirmed by oath or affirmation before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_, in the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public/Registration No.

City of Fairfax  
Department of Community Development and Planning  
10455 Armstrong Street, Annex Room 207  
Fairfax, VA 22030